

Cataloger's Desktop

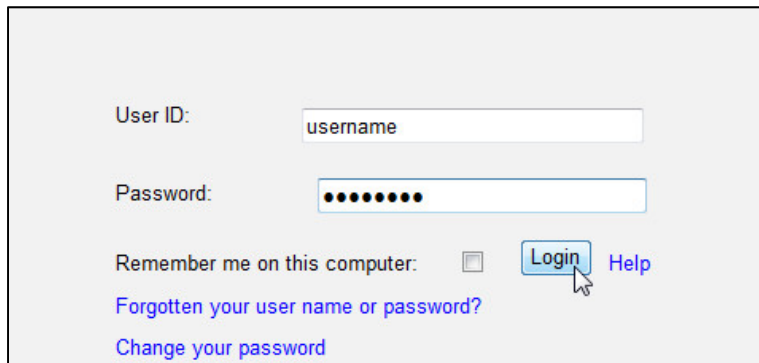
1. Login & Setting Preferences At-a-Glance



Login for Returning Users of Desktop

Steps:

1. Point your web browser at: <https://desktop.loc.gov>
2. Users of the previous *Desktop* version may continue to use the same **User ID** and **Password**.

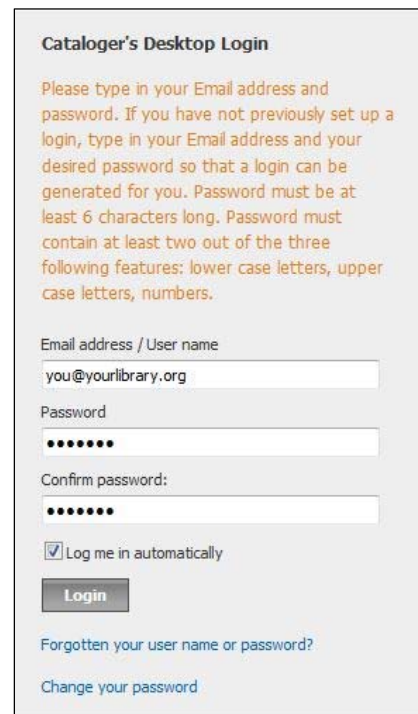
A screenshot of the login form for returning users. It includes fields for "User ID:" with the placeholder "username" and "Password:" with masked characters. Below these is a checkbox for "Remember me on this computer:" and a "Login" button. To the right of the button is a "Help" link. Below the button are two links: "Forgotten your user name or password?" and "Change your password".

Login for New Users of Desktop

New subscribers must set up a personal login.

Steps:

1. Enter your institution's *Cataloger's Desktop* institution user name and password. Select **Login**
2. This will take you to second login screen where you will create your personal Cataloger's Desktop login. Enter your email address and a password that is meaningful to you (and that you will remember). Confirm your password. Select **Login**

A screenshot of the "Cataloger's Desktop Login" form for new users. It contains instructions: "Please type in your Email address and password. If you have not previously set up a login, type in your Email address and your desired password so that a login can be generated for you. Password must be at least 6 characters long. Password must contain at least two out of the three following features: lower case letters, upper case letters, numbers." The form has fields for "Email address / User name" (with placeholder "you@yourlibrary.org"), "Password", and "Confirm password:". There is a checkbox for "Log me in automatically" and a "Login" button. Below the button are two links: "Forgotten your user name or password?" and "Change your password".

Setting up Preferences

Steps:

1. Select **Preferences** on the ribbon.



2. Select **General preferences** and make your selections. When finished select the **Apply** button.

3. Select **RDA preferences** and enter your *RDA Toolkit* Username and Password if you are subscribed to that product. Select the **Apply** button.

4. Select **Resource preferences** to begin the process of choosing which resources you will routinely consult. Uncheck any types of materials you do not routinely catalog. Select the **Apply** button.

5. Select the **Table of Contents preferences** page. This will show you the Desktop resources that match your **Resource preferences** choices. You now have an opportunity to check or unchecked the resources you want to use.

The **All Resources** selection includes over 318 cataloging tools, many, if not most, you will not use. If you have chosen the material type/s you catalog in the **Resource preferences** above, you will see there are fewer resources checked centered on the types of materials you selected.

In the Resources preferences section, you described the type of cataloging that you do. The list shows what resources match that configuration. If you would like to adjust that selection, make your choices and click on the apply button at the bottom of this panel.

☐ Anonymous Classics : a list of uniform headings for European literatures (IFLA)

☐ Arabic Cataloging Manual (MELA)

☐ Arabic Cataloging Manual (Princeton University)

☐ Arabic NACO Manual (Princeton University)

☐ Arabic Union Catalog

☐ ArtLex Art Dictionary (Michael Delahunt)

☒ Authorities & Vocabularies

☐ Authority Tools for Audiovisual and Music Catalogers (OLAC)

☐ Autocat (Syracuse University)

☐ BC Geographical Names (BC Integrated Land Management Bureau)

☒ Best Practices for Cataloging Streaming Media (OLAC)

☐ Best Practices for Music Cataloging (MLA)

☐ Beyond Bookmarks: Schemes for Organizing the Web (Iowa State University)

☒ BIBCO Participants' Manual

☐ BIBFRAME

☐ BIBFRAME.ORG

☐ Bibliography of the Hebrew Book (Institute of Hebrew Bibliography)

☐ BISAC Subject Headings (Book Industry Study Group)

☐ Canadian Literacy Thesaurus (Canadian Literacy Thesaurus Coalition)

Clear All

Select All

- When you have completed selecting all of your chosen resources, select the **Apply** button. Close the Preferences dialog by clicking the **X** in the upper right corner of the **Manage preferences** box. You are ready to use *Cataloger's Desktop*!

Cataloger's Desktop

Manage preferences [Help](#)

General preferences

RDA preferences

Resource preferences

Table of Contents preferences